

# Music Librarian's Report

In general, I would like to thank the members of the band for their efforts in looking after the music this year.

The following points are a gentle reminder of previous years issues that still arise from time to time.

## 1.) Availability of pads/individual parts

a) I don't as a rule discourage people from taking pads home to practice the music. But please can everybody continue to observe the following :

i) Leave your pads behind if you believe that you will NOT be attending the next rehearsal or job.

ii) Leave your pads behind if you believe that you will be late arriving at the next rehearsal or job.

iii) Pass your pad onto someone who will definitely be attending the next rehearsal or job if you suddenly find that you are unable to make it.

With the fact that we now have a more complete band, ALL missing pads are noticed !!!

b) If individuals wish to practice a part (eg. a current test piece) but not take away a pad, could they please ask me to get a copy done for them in advance.

## 2.) Keeping music in order

Although I, as librarian, should be held responsible for ensuring that all relevant parts for a set of music are initially distributed to the correct pads, I feel that the people who use a pad should try and keep it in order. It helps the next person who uses that pad and me when I need to add remove pieces.

If pads are maintained in the correct order it saves a lot of time at rehearsals AND jobs. It only takes a minute of your time (if that !) to put the music back in the correct place for the next time, at the end of a rehearsal or a job.

Please bear this in mind, even if you are one of those who use the pad most of the time.

## 3.) Acquisition of New Music

If anyone is considering buying a piece of music for the band library, could they please consider the following

- Consult the Librarian as to whether we already have the piece (the music library catalogue cannot be guaranteed to be completely up-to-date !)
- Consult the Musical Director (as to its suitability)
- Consult the Treasurer (if you expect the band to pay for it)

Suggestions are always welcome to the Librarian or the Musical Director, for new pieces to get.

#### **4.) Lost Music**

A basic piece of common sense is to first of all check that a part has not been placed in the wrong pad !

Please let me know ASAP whenever you think that a part / parts have gone missing from a pad.

#### **5.) Copies of Music/Copyright**

Please note that a practical policy of copying is in place (to prevent the band or individuals within the band facing prosecution for breach of copyright laws). Enlarging of original parts that the band own, and odd spare copies of parts that we own (but are low on) are the only vaguely acceptable forms of copying.

Requests for a complete set of parts, especially for use by other bands, will be politely refused !!!

#### **6.) Signing for Music**

In recent years we have lent scores or complete sets of music to other bands / individuals on a "trust" basis (ie. they were trusted to look after the music and return it to us in a timely manner).

Following a number of problems arising in recovering this lent music, all music retrieved from the library in the future (which doesn't go in the main band pads) will have to be signed for. This will include the training band.

#### **Finally ...**

Please remember that all the music requires looking after.

**Don't just stuff it back in the pads after use !!!**

Please let me know if any music requires repairing.

Please help the librarian, so that our limited rehearsal time is used effectively !!!

Thanks for your anticipated co-operation in the coming year {if you want me to continue !!!},

**Richard Lovett**  
**Music Librarian**